



Joint Task Force National Capital Region Medical **DIRECTIVE**

NUMBER 1000.04
MAY 20 2011

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SUBJECT: Federal Voting Assistance

References: See Enclosure 1

1. PURPOSE. This Directive, in accordance with the authority in the Deputy Secretary of Defense Memorandum; the Deputy Secretary of Defense Action Memo; the Comprehensive Master Plan for the National Capital Region Medical, Supplement to the Comprehensive Master Plan for the National Capital Region Medical (References (a) through (d)):

a. Updates Joint Task Force National Capital Region Medical (JTF CapMed) policy and responsibilities for the Federal Voting Assistance Program (FVAP) in accordance with DoD Directive 1000.04 (Reference (e)).

b. Continues to implement Executive Order 12642 (Reference (f)), wherein the Secretary of Defense is named the "Presidential designee" and assigned responsibility for oversight of the FVAP in accordance with Section 1973ff of title 42, United States Code (Reference (g)).

2. APPLICABILITY. This Directive applies to JTF CapMed and all Joint Medical Treatment Facilities in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and the Joint Pathology Center).

3. DEFINITIONS. See Glossary

4. POLICY. It is JTF CapMed policy that:

a. The Joint Medical Treatment Facilities (JMTF) Commanders will encourage eligible voters in their organizations to register and vote in elections for Federal, State, and local office.

b. The FVAP shall ensure that eligible voters receive, under Reference (e), information about registration and voting procedures and materials pertaining to scheduled elections, including dates, offices, constitutional amendments, and other ballot proposals.

c. Every eligible voter shall:

(1) Be given, unless military necessity precludes it, an opportunity to register and vote in any election for which he or she is eligible.

(2) Be able to vote in person when local conditions allow the voter to participate in the electoral process. If military duties preclude in person voting, the command shall provide support necessary to ensure members are able to exercise their rights to vote via the absentee process.

(3) Receive voting assistance in a manner that safeguards the integrity of the electoral process and secrecy of the ballot.

d. All persons assisting in the voting process shall take all necessary steps to prevent fraud and to protect voters against any coercion, including the following:

(1) No member of the uniformed Services shall attempt to influence the vote of any other member, or to require any member to march to any polling place or place of voting as proscribed under paragraphs 608 and 609 of section 18, United States Code (Reference (h)). Nothing in this Directive shall be considered to prohibit free discussion about political issues or candidates for public office as proscribed in Reference (f).

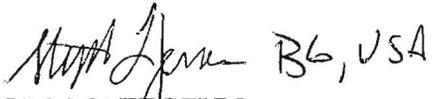
(2) No person shall poll any member of the Armed Forces before or after he or she votes, as proscribed in Reference (g). If any such member is polled, that event shall be reported through the chain of command to the Director, FVAP.

(3) Nothing in this Directive shall preclude conducting official surveys authorized by Reference (f) to report to the President and the Congress on the effectiveness of the assistance provided to eligible voters, including a separate statistical analysis of voter participation and a description of Federal-State cooperation.

5. RESPONSIBILITIES. See Enclosure 2

6. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the JTF CapMed Web site at www.capmed.mil.

7. EFFECTIVE DATE. This Directive is effective immediately.

for  BG, USA
J.M. MATECZUN
Vice Admiral, MC, U.S. Navy
Commander

Enclosures

1. References
 2. Responsibilities
- Glossary

ENCLOSURE 1

REFERENCES

- (a) Deputy Secretary of Defense Memorandum, “Establishing Authority for Joint Task Force – National Capital Region/Medical (JTF CapMed) and JTF CapMed Transition Team (Unclassified), September 12, 2007
- (b) Deputy Secretary of Defense Action Memo, “Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region – Medical,” January 15, 2009
- (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
- (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
- (e) DoD Directive 1000.04, “Federal Voting Assistance Program (FVAP),” April 14, 2004
- (f) Executive Order 12642, “Designation of the Secretary of Defense as the Presidential designee under title I of the Uniformed and Overseas Citizens Absentee Voting Act,” June 8, 1988
- (g) Section 1973ff of title 42, United States Code, as amended
- (h) Sections 596, 608, and 609 of title 18, United States Code

ENCLOSURE 2

RESPONSIBILITIES

JMTF COMMANDERS. The JMTF Commanders shall disseminate voting information to assist eligible voters in their organization in the following ways:

1. Develop written policies to support all eligible military personnel and their family members including those in dispersed and tenant organizations. Establish the ratio and maximum number of voters that may be represented by a Voting Assistance Officer based on the ratio required in paragraph 4.a.
2. Ensure that deployed Service members have access to Federal voting assistance information, particularly in remote or difficult locations. Commanders shall highlight the importance of participating in Federal, State, and local elections, and make every reasonable effort to assist in discharging the responsibilities outlined elsewhere in this Directive.
3. Ensure command support at all levels for the FVAP.
4. Designate Voting Assistance Officers at every level of command:
 - a. Designate and assign in writing a Voting Assistance Officer, at the O-2/E-7 level or above within each unit of 25 or more permanently assigned members. An additional Voting Assistance Officer should be assigned for each additional 50 members above the 25-member base in accordance with Reference (e). Voting Assistance Officers shall ensure that all small and geographically separated units are assisted. When military personnel (including noncommissioned officers) are designated as Voting Assistance Officers, this Directive authorizes them to administer oaths in connection with voter registration and voting.
 - b. Ensure that Voting Assistance Officers are available and equipped to personally assist voters for all elections. Additionally, any person appearing to need assistance in reading or understanding English language material on voting or voter registration should receive immediate assistance in the appropriate language. Voting Assistance Officers shall be provided the time and resources needed to perform their voting assistance duties, especially during even-numbered years. Ensure that uniformed Services members and their voting-age dependents have ready access to absentee voter registration, ballot request and absentee ballot submission information, and deadlines.

5. Require the Inspectors General to review their voting assistance program annually at every level of command to ensure compliance with regulations and public laws in accordance with Reference (e).

6. Continually evaluate command voting programs.

7. Train all Service members (including activated National Guard and Reserve personnel) on absentee registration and voting procedures during years of elections for Federal offices. All basic training and command courses shall emphasize and advertise voting assistance programs to encourage junior Service members to register and subsequently vote, and include instruction on voting rights and responsibilities and procedures on absentee registration and voting. They also shall provide training and voting assistance for units preparing for deployment where voting materials and accessibility to register may be limited due to at-sea or remote area deployment. Train all Reserve component personnel during years of elections for Federal offices on all aspects of the voting program, to include familiarity with the Federal Post Card Application and the Federal Write-In Absentee Ballot.

8. Rate Voting Assistance Officers on the way they perform their voting assistance duties. Commanders shall establish the evaluation criteria for Voting Assistance Officer performance within their command.

9. Review the FVAP website (www.fvap.gov) for updates and further guidance.

GLOSSARYDEFINITIONS

eligible voter. Any of the following:

a. An “absent uniformed Services voter,” defined as an active duty member of the uniformed Services or a member of the Merchant Marine who is absent from the place of residence where he or she is otherwise qualified to vote, and their accompanying dependents.

b. An “overseas voter,” defined as (any or all of the following): (1) An absent uniformed Services voter who, by reason of active duty or service, is absent from the United States on the date of the election; (2) A person who resides outside the United States and is qualified to vote in the last place in which the person was domiciled before leaving the United States; (3) A person who resides outside the United States and (but for such residence) would be qualified to vote in the last place in which the person was domiciled before leaving the United States.

Federal Office. The offices of President and Vice President; Presidential Elector; member of the U.S. Senate or of the U.S. House of Representatives; Resident Commissioner from the Commonwealth of Puerto Rico to the Congress; or delegate from American Samoa, the District of Columbia, Guam, or the Virgin Islands to the Congress.

Installation Voting Assistance Officer. An individual responsible for the FVAP at the installation level.

local election. An election for candidates for a local government, such as municipal, county, township or village elections, or referendums of local interest.

official survey. A survey of citizens covered by Reference (f), as required for the report to the President and the Congress.

poll. Any request for information regarding the content of an individual’s vote.

Senior Service Voting Representative. A uniformed member at the O-7 grade, or higher, responsible for implementing the FVAP in his or her respective uniformed Service.

Service Voting Action Officer. An individual at a uniformed Service Headquarters level responsible for voting assistance operations for his or her respective Service.

State election. Any election held solely, or in part, for selecting, nominating, or electing any candidate for any State office, such as Governor, Lieutenant Governor, Attorney General, or State Legislator, or on issues of State-wide interest.

uniformed Services. The Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, and their Reserve components, as well as the Commissioned Corps of the PHS and the NOAA.

Voting Assistance Officer. An individual at the unit level of a uniformed Service responsible for voting assistance.

voting residence. The legal residence in which the voter is registered to vote.